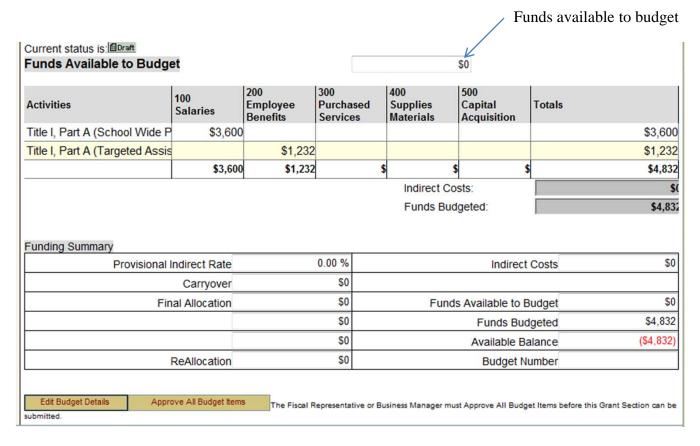
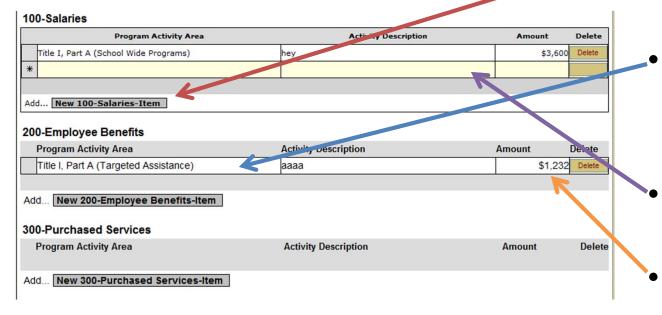
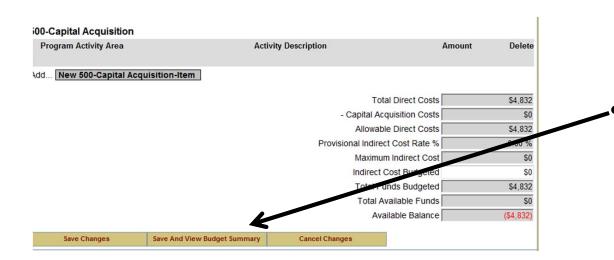
Budget Summary page



- To get to budget detail page, click add budget detail button
- Information from budget detail page populates this summary page
- For budget approval, business manager or fiscal representative must click the approve all budget items button

Budget Details page





- Click the New Item button under each category to add a budget item
- Click in the first box to engage the drop down select the appropriate program activity
- In the next column, type in the activity description
- In the amount column, enter the budgeted amount for the item numbers only (no commas or dollar signs (don't forget to save.)
- Click save and view budget summary at bottom to get back to budget summary page